Resolution: S2018-SB6
Title: Off Campus Food Financial Aid Program (OFFAP)
Sponsor: Jin Sohn, SGA President
Date: 03.11.2018

Whereas off campus travel is an integral component of many student organizations whether it be for competitions, conferences, service trips, performances, activism, etc.,

Whereas given the inherent costs associated with travel, full involvement in a student organization can be financially burdensome to some students,

Whereas the Student Government Association (SGA) strives to encourage student involvement and make the Middlebury experience accessible to all,

Whereas confidentiality of a student's financial situation is and should always be met,

Whereas previous programs created to provide students with increased accessibility to activities and opportunities through financial support such as the J-Term Workshops Financial Aid Program have proven to be valuable and successful for students at Middlebury College,[1]

Whereas there have been ongoing conversations and partnerships between the SGA, Student Financial Services Office, and Student Activities to create a sustainable system for this support,

Therefore, be it resolved…

That the SGA creates an Off Campus Food Financial Aid Program, a dedicated fund to be filled each year during spring budget allocations in order to provide and cover food expenses for org sponsored trips to students with demonstrated need, consisting of the following procedures and guidelines pertaining to SGA and clubs:

1. The program will be confidential, as the Finance Committee will not know who (students) specifically will participate in this program, nor will club leadership.
2. The organizational leadership will request funding from the SGA Finance Committee (FC)
    a. Length of trip, Number of participants.
3. In addition to funding the vehicular travel costs in the Org budget, the FC will allocate the appropriate sum of money to the SGA Food Financial Aid budget based on the following formula:
    a. # of students * # of travel days * % of student population in the qualified need bracket * per diem (per day max reimbursement).

[1] https://middleburycampus.com/37008/news/sga-institutes-financial-aid-for-j-term-workshops/

3. The SGA Senate has decided on the financial aid bracket of all financial aid recipients to receive $15 per day, totalling $17,445 toward this program.

That the others involved with this process, Student Activities, Student Financial Services Office, Org leaders, Cluster Managers, and students respect and follow the Travel Aid Protocol and Eligibility attached to the bottom of this bill.

Respectfully submitted,

Peter Dykeman-Bermingham, *SGA Treasurer and Director of Finance Committee*
Jin Sohn, *SGA President*

Passed March 18, 2018
Vote Count 14-0-1
In favor: President Sohn, Speaker Aaron, Co-Chair Brook, Senator Pustejovsky, Senator Low-Beinart, Senator Pandey, Senator Goldfield, Senator Vijayakumar, Senator Vargas, Senator Schurer, Senator Finkelstein, Senator Gosselin, Senator Salas, Senator Koontz
Opposed: Senator Andrews
Abstained: None
Absent: Senator McCormick, Senator Mahboob

Travel Aid Protocol and Eligibility-
Financial Aid for Off Campus Travel

Purpose:
Off campus travel is an integral component of many student organizations whether it be for competitions, conferences, service trips, performances, activism, etc. Given the inherent costs associated with travel, full involvement in a student organization can be financially burdensome to some students. To encourage student involvement and make the Middlebury experience accessible to all, the SGA will provide and cover food expenses for org sponsored trips to students with demonstrated need.

Qualifications:
1. Middlebury student on the official roster of the organization sponsoring the trip
2. The organization must have approval for the trip from the SGA Finance Committee
    a. Travel costs funded explicitly in their budget / new money request
    b. Written approval move funds not explicitly for the trip to cover travel costs
3. The trip must be two or more days including an off campus overnight
4. The student must qualify for need in the ____ quartile as defined by the Student Financial Services department
5. The trip must take place during the academic year
6. Orgs that already receive travel food funding from the SGA (MAlt, Mountain Club) are not eligible for this added benefit

Process:
1. The organizational leadership will request funding from the SGA Finance Committee
    a. Length of trip, Number of participants
2. In addition to funding the vehicular travel costs in the Org budget, the FC will allocate the appropriate sum of money to the SGA Food Financial Aid budget
    a. # of students * # of travel days * % of student population in the qualified need bracket * per diem
3. Student Activities will send Student Financial Services a list of all official organizational rosters once per semester
4. Student Financial Services will amend those lists to indicate qualified students
5. Org leaders will inform their Cluster Manager of their trip giving the roster of participants and other trip details
6. Cluster Manager will cross reference the trip roster with the organization's list of qualified students

7. Qualified and participating students will submit receipts for their incurred expenses within two weeks of travel
8. Student Activities staff will receive those receipts and will reimburse students up to $$$ per day

Communication Strategy
Finance Committee - will inform club leadership at both their budgeting meeting and fall cluster meetings that this program is here to aid in their planning. Will stress the need for updated and complete rosters, as well as the need for early planning with cluster managers. FC Chair may also send out an email preceding the clubs fair informing all students about this program to encourage club sign ups.

Cluster Managers - will encourage student orgs to inform them of off campus travel and remind them that this program exists. Upon receiving the travel roster, will notify the eligible students of their eligibility and requirements for reimbursement. Students do not need to ask for this benefit and may only hear of their eligibility when the cluster manager tells them.

Student Financial Services (SFS) - will send a semesterly email to students in the eligible need bracket informing them that this program exists. Email will stress their right to anonymity through the process and will direct any questions to Student Activities.

Student Activities- will answer any questions from students regarding their eligibility or the process for reimbursement.

Letter from SFS

Dear Student,

We are writing to inform you that you are eligible for financial assistance for travel costs associated with traveling with your club or Student Organization. If you are going to leave campus for at least one overnight for a competition, conference, service trip, performance, activism, etc. you may receive up to $$$/day in reimbursement for food.

You Must
- Be on that organizations official roster in Middlink
- Save any receipts that you wish to get reimbursed and submit them to the Student Activities Office in McCullough

You May Not
- Be reimbursed for alcohol or tobacco products

This is a confidencial program. Only staff members of the college are aware that you are eligible for this program and it is not at all necessary to inform your club student leadership. If you have

any questions, please reach out to Derek Doucet in the Student Activities office or your organization's cluster manager.

Best,

Letter from Cluster Manager

Dear Student,

You are eligible for financial assistance to pay for food of up to $$$/day on your upcoming trip with *(Club Name).* To access this benefit, you only need to save and submit your receipts to the Student Activities office in McCullough. We are not able to reimburse for alcohol or tobacco products.

This is a confidencial program and only staff members of the college know that you are eligible. You do not need to inform your club's student leadership. If you have any questions, please reach out to either me or Derek Doucet in Student Activities.

Best,

Food Financial Aid Senate Breakdown

The structure of this Off Campus Food Financial Aid Program emphasizes confidentiality. The Finance Committee will not know who specifically will participate in this program, nor will club leadership. This bill will establish a dedicated fund, to be filled each year during spring budget allocations. The Finance Committee will determine how much money to allocate based on a simple formula:

Number of Students to Travel * Number of Days Traveling * % of the Student Body in a given bracket of Financial Need * a per day max reimbursement

The SGA Senate has decided on the financial aid bracket of all financial aid recipients to receive $15 per day, totalling $17,445 toward this program.

Here are some financial expectations with those manipulated variables

	Highest Need Only (EFC less than $12K)	Medium Need (EFC less than $30K)	All Financial Aid Recipients (EFC less than $70K)
$10 / day	$5,815	$8,595	$11,630
$15 / day	$8,725	$12,895	**$17,445**
$20 / day	$11,630	$17,190	$23,257

- As the College becomes more expensive (3.7% increase coming next year) and maintains its push to admit more students who need more financial aid, this program will expand.

- With new club sports, the program will become more expensive as well. To understand the full effects, I'd need to know more about individual leagues and levels of student participation.

- As this program becomes more popular, it is likely that more students will join these organizations as the barrier to participation will be lowered (This is the goal). I do not know the extent that it will influence this budget.